



CHANGE OF COMMITTEE PARTICULARS – FORM A9

Associations Incorporation Act 1991
Associations Incorporation Regulation 1991



PURPOSE

This form is to be used to change the particulars of an association's committee, under the *Associations Incorporation Act 1991* (the Act). You can access the legislation at www.legislation.act.gov.au. You may also obtain further information and forms at www.ors.act.gov.au.

PRIVACY

The Act authorises the Registrar-General to collect the personal information required by this form for the purposes of registering an association under Division 3.1 of the Act. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988* (C'wlth). The Registrar-General provides identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

CONTACT

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Opening Hours 9:00am to 4:30pm Monday to Friday

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Office of Regulatory Services Postal Address
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INSTRUCTIONS FOR COMPLETION

- Complete this form using a black pen only.
- Please print; ensuring writing is clear and legible.
- This office will not accept lodgement of this form if it is not completed in full.
- The current committee should endeavour to have all outgoing committee members sign next to their details
- Payment can be made by cheque, postal order, credit card (visa or mastercard), cash or eftpos. We are unable to accept credit card payment over the phone or provide invoices for later payment. Where a fee is applicable we cannot process a lodgement unless accompanied by payment. Cheques should be made in favour of the Office of Regulatory Services.
- Please retain your receipt as evidence of payment.

IMPORTANT INFORMATION

- The incorporation of an association creates a legal entity, under the management of the committee members. The committee members are held accountable for ensuring that the association operates in compliance with applicable laws including the Act and the *Associations Incorporation Regulation 1991* (the Regulation).
- The public officer is responsible for acting as a point of contact between the association and the community and is expected to be able to represent the association in dealings with the Office of Regulatory Services.
- The Act prohibits any person from serving as a committee member or the public officer if that person is insolvent or bankrupt, unless the ACT Supreme Court grants leave under S 63 of the Act. A search should be conducted of the records held by the Insolvency and Trustee Service Australia (ITSA) before accepting the nomination of a person as a committee member.
- If the association, the public officer or a committee member fails to meet their statutory obligations under the Act (such as failure to lodge annual returns), the Registrar-General may make an application to the ACT Civil and Administrative Tribunal (ACAT) for the disqualification of the office-holder. The disqualification will be for a period the ACAT considers appropriate if satisfied that the extent of noncompliance justifies disqualification.

TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.



ACT
Government

Justice and Community Safety

CHANGE OF COMMITTEE PARTICULARS – FORM A9

Associations Incorporation Act 1991

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1. ASSOCIATION NAME	ASSOCIATION NUMBER
	A0

2. NAME AND ADDRESS OF EACH CURRENT COMMITTEE MEMBER

(The committee listed should be those current at the date of lodgement. If you do not want your residential address on the public record, please provide an alternative address which can include a PO box. If there are more committee members than the form allows, please copy this page and attach with application).

COMMITTEE POSITION	TITLE (Mr, Ms)	GIVEN NAMES	SURNAME
ADDRESS		STATUS (i.e. new, continuing)	DATE OF CHANGE
COMMITTEE POSITION	TITLE (Mr, Ms)	GIVEN NAMES	SURNAME
ADDRESS		STATUS (i.e. new, continuing)	DATE OF CHANGE
COMMITTEE POSITION	TITLE (Mr, Ms)	GIVEN NAMES	SURNAME
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ADDRESS		STATUS (i.e. new, continuing)	DATE OF CHANGE

3. NAME AND SIGNATURE OF OUTGOING COMMITTEE MEMBERS

(Each outgoing committee member must sign this form acknowledging that they are no longer a member of the committee. A statement should be attached explaining the circumstances behind any missing signatures).

COMMITTEE POSITION	TITLE (<i>Mr, Ms</i>)	GIVEN NAMES	SURNAME
DATE OF CHANGE		SIGNATURE OF OUTGOING COMMITTEE MEMBER	
COMMITTEE POSITION	TITLE (<i>Mr, Ms</i>)	GIVEN NAMES	SURNAME
DATE OF CHANGE		SIGNATURE OF OUTGOING COMMITTEE MEMBER	
COMMITTEE POSITION	TITLE (<i>Mr, Ms</i>)	GIVEN NAMES	SURNAME
DATE OF CHANGE		SIGNATURE OF OUTGOING COMMITTEE MEMBER	
COMMITTEE POSITION	TITLE (<i>Mr, Ms</i>)	GIVEN NAMES	SURNAME
DATE OF CHANGE		SIGNATURE OF OUTGOING COMMITTEE MEMBER	
COMMITTEE POSITION	TITLE (<i>Mr, Ms</i>)	GIVEN NAMES	SURNAME
DATE OF CHANGE		SIGNATURE OF OUTGOING COMMITTEE MEMBER	
COMMITTEE POSITION	TITLE (<i>Mr, Ms</i>)	GIVEN NAMES	SURNAME
DATE OF CHANGE		SIGNATURE OF OUTGOING COMMITTEE MEMBER	
3. STATEMENT BY COMMITTEE			
(Must be completed by two current committee members)			
We confirm that the committee listed in this document is the outcome of a meeting or reflects a process that was conducted in accordance with the association's rules/constitution lodged with the Office of Regulatory Services.			
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Signature		Print name and Position	
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Signature		Print name and Position	